



STATE OF MICHIGAN

**Family
Independence
Agency**

Memo

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To: Sam Chambers, Director
Oakland County FIA

Date: May 13, 2003

From: Rita Barker, Director
Office of Internal Audit

Subject: **Corrected** Review of Nicole Sanders Day Care's Documentation for Day Care Billings
7/14/02 - 7/27/02, Audit # 2002-192

The Office of Internal Audit reviewed the documentation maintained by Nicole Sanders Day Care to support their billings for hours of day care provided to children of FIA customers for the period July 14 through July 27, 2002. We also reviewed documentation on file at the FIA local/district office to determine if the customer was eligible for day care and if the day care hours were properly authorized by the worker.

Nicole Sanders Day Care billed FIA for 16 children during the period covered by our review. Nicole Sanders Day Care did not have attendance records that recorded the parent's name, the children's time in and time out or verification of hours provided.

The Oakland County FIA maintained the casefiles for the children who were provided day care by Nicole Sanders Day Care. Our review of a sample of day care casefiles revealed that all necessary documentation to support authorized Child Development and Care services was maintained in the case files.